

School Business Manager

Job description

Responsible to: Co-Headteachers

Responsible for: Office staff, Site Manager and Cleaners (outsourced)

Key Responsibility: To provide strategic support to the Co-Headteacher's, Senior Leadership Team and Governing Body on all aspects of school business management, including nursery provision and lettings, with specific responsibility for financial management, human resources, premises management and procurement.

Leadership and Financial Resource Management

Evaluate information and consult with the Co-Headteachers and Governing Board to prepare a realistic and balanced budget.

Be a member of the Senior Leadership Team (SLT) working strategically to develop the school.

Discuss, negotiate and agree the final budget

Be responsible for the presentation of regular reports, detailed forecasts and longer-term assessment on income and expenditure in relation to the school's budget within the School Development Plan (SDP) and control performance to achieve value for money (VFM)

Identify and inform the Co-Headteachers and Governors of significant variance and take prompt corrective action.

Ensure the school has appropriate financial systems, managing all aspects of the school's finances (including the School Fund) and to be responsible for the effective management of these systems and administration, ensuring compliance with Financial Regulations.

Prepare financial returns as requested by the LA

Identify additional finance required to fund the school's proposed activities through grants and / or bids.

Administer the School Fund ensuring all monies are accounted for, maintaining an account balance and prepare for external audit when necessary.

Attend, provide supporting information and advice Governing Board Finance, Premises, H&S Committee meetings.

To oversee the maintenance of finance record folders and files with retention schedules.

Maintain and create policies in line with the school schedule

Act as a point of contact for various stakeholders with regard to grant applications and other fund raising opportunities

Use financial management information, including benchmarking tools to analyse trends and identify opportunities for greater efficiency

Manage DFCG spend

Monitor PPG funding, Inclusion Fund and status of EHCP funding claims.

Human Resource Management

To oversee the school's external payroll arrangements, ensuring accurate and efficient processes are in place for salary payments.

Manage all staff employment contracts and process any relevant changes. Prepare documentation on behalf of the Co-Headteachers in relation to staff salaries, overtime and expenses.

Ensure journals are completed for transfer to the Local Authority (LA). Ensure all returns are dealt with efficiently.

Seek and make use of specialist expertise in relation to HR issues.

Evaluate the school's strategic objectives and obtain workforce planning using the salary modeller set by the LA.

Manage staff attendance/absence and leave to ensure a continuous service throughout the year.

Deal with highly confidential and sensitive issues, e.g. salary, absence management, HR

Oversight of all staff recruitment and contracts including the administration of new staff appointments

Maintenance of confidential staff records

Manage general staff queries regarding HR issues or sign-posting staff to the relevant resource

Facilities and Property Management, Procurement and Contract Management and Health & Safety

Consult with the Co-Headteachers, ensuring appropriate programme of capital improvements, planned maintenance, decoration, security and cleaning.

Liaise with contracted builders and outside agencies to deliver services to school and all aspects of the tendering process.

Assist procurement of premises-related minor works, contracts and assist coordination and monitoring of these.

Manage the tendering process for new contracts, initiatives and services ensuring 'best value' at all times

Maintain assets register and contracts register

Act as one of the school's Health & Safety (H&S) Co-ordinators.

Ensure the H&S policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.

Ensure systems are in place to enable the identification of hazards and risk assessments.

To report to governors on H&S and advise all staff as appropriate.

Adhere to school and office emergency evacuation procedures to assist with an accurate roll call

Participate in training and other learning activities as required and to participate in appraisal and professional development.

Management of the lettings of the school premises to outside organisations

General Administration

Maintain financial and administrative systems and the management of the schools financial systems – BromCom (MIS) and FMS.

Develop process measures that are affordable and that will enable value for money decisions for managing resources. Prepare information and returns for LEA, DfES and other agencies, where necessary